

Position:	Manager of Planning and Development
Closing Date:	July 17, 2026 or until suitable candidate is found

The County of Vermilion River is seeking a highly motivated individual to fill a position as **Manager of Planning and Development**. Reporting to the Chief Administrative Officer, this position is responsible for dealing primarily with planning services related to permitting, adherence to current Bylaws, Policies and Regulations as well as special projects related to the Planning and Development Department. This is a full-time permanent position and is based out of Kitscoty, Alberta.

KEY QUALIFICATIONS

- Bachelor's degree in Land Use Planning or related discipline from a post-secondary institution.
- Holds an Alberta Land Use Planning certificate or is working towards a certificate in Alberta Land Use Planning.
- 1 (one) year of related experience in a municipal legislation and planning field.
- Class '5' License with acceptable driver's abstract and criminal record check.

ASSET

- 2 (two) or more years related experience with municipal legislation and planning development field, with a municipality.

Consideration will be given to an equivalent combination of education and experience.

KEY RESPONSIBILITIES

- Assist the public with application forms, providing information and ensuring applications are completed accurately and with attention to detail, to make a sound decision on the proposal.
- Apply relevant planning processes, policies and legislation to ensure successful completion of projects; keeping current on County regulation, policies and goals.
- Evaluates and/or assists in analyzing proposed subdivision applications including site visits, review applications and proposed development plans in the County and determines approval of developments based upon current documents.
- Review and research complex zoning issues.
- Commence land title transfers and caveats as required within necessary timelines.
- Work with required agencies and Municipalities to facilitate long-term growth strategies.
- Maintain the Planning and Development budget and work with Finance to ensure accurate financial tracking/funding of ongoing projects and daily costs (approving expenditures, managing grants, etc.).
- Adhere to County Policies, Standard Operating Procedures and Regulations in regard to development, upholding the values and requirements in the County on a consistent basis.
- Oversee the day-to-day employment, recruitment, discipline or department staff and contract personnel.
- Ensure ongoing personnel development of staff is undertaken.

SKILLS

- Ability to lead with effective business communication skills, both written and verbal.
- Ability to develop and maintain positive and effective working relationships with employees, Council and members of the public.
- Strong analytical and problem-solving skills.
- Organized, detail orientated with strong financial skills, file maintenance and records management.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.

The County of Vermilion River is an appealing choice for a meaningful and balanced career in municipal government. Our organization offers opportunities to enhance professional growth and knowledge while enabling positive contributions to the interests of the region and its residents. Employees are empowered to work collaboratively to meet the challenges of a large diverse municipality while practicing a healthy work-life integration.

The County of Vermilion River is a rural municipality in east-central Alberta. It offers the opportunity for rural or urban living and access to a full range of services located in the County and the adjacent City of Lloydminster and Town of Vermilion.

A competitive salary and comprehensive municipal benefits package are available. The successful candidate will be required to provide a criminal record check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.

Resumes clearly marked: **“CONFIDENTIAL – Manager of Planning and Development”**

can be submitted by July 17, 2026 to:

hr@county24.com

Human Resources Administrator

County of Vermilion River Box 69 Kitscoty, AB T0B 2P0

The personal information you provide on this form is collected under the authority of the Access to Information Act and the Protection of Privacy Act. It is collected for the purpose of applying for employment.

Your personal information will be used only for the purpose for which it was collected or for a use consistent with that purpose. The information will be stored securely in accordance with the County of Vermilion information management and security policies and will be retained in accordance with the retention and disposal schedule. You have the right to access your personal information and request corrections.

If you have any questions about the collection, use, or disclosure of your personal information, please contact Hannah Musterer at 780-846-3304.

County of Vermilion River Careers:

<https://www.vermilion-river.com/departments/administration/careers>